

Board of Selectmen
Minutes November 1, 2011

Convened: 6:00 pm

Present: Andrew Artimovich, Chairman
Jeffrey Bryan
David Menter

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Overtime for police department was .75 hour, 2 hours for the fire department, and 2.5 highway this pay period.

Jonathan Ellis was in to present the weekly Treasurer's report. Please see last page to view report.

Building Inspector Gil Tuck was in to have the following permits signed:

- Brandon and Susan Stover, 12 Merrill Circle, finish basement: signed by Board
- John Fijalkowski, Idyllwood Drive (lot F), new house: signed by Board

Hartmann Oil is able to schedule regular deliveries weekly or twice a week if needed. If a delivery is needed in addition to the regular deliveries, an answering service is available 24/7 with on call drivers. They can guarantee a delivery within 3 hours. There is no additional cost if this is within normal business hours; an afterhours delivery is \$110. Bryan made a motion, 2nd by Menter to award the fuel bid to Hartmann Oil. All were in favor.

Clement asked if she could revise the handbook policy on annual medical exams for emergency personnel based on recommendations made by Center for Occupational and Employee Health. The Board agreed and asked Clement to draft the new policy.

Preliminary tax rate setting documents were presented to the Board. In 2010, \$25000 was budgeted in overlay for abatements. To date \$31000 has been spent. Jim Michaud, assessor, recommends \$30000 in overlay for 2011. In past years 7.5% was held in reserve which was about \$750000. At 7.5% for 2011, \$948000 would be held in reserve. Bryan said we could look at retaining 6 – 6.5% for 2011. Clement will send the Board copies of preliminary documents with 6 and 6.5% in reserve and set a conference call with Jeane Samms from NHDRA for Thursday or Friday.

The Board reviewed the following budgets:

Tax Collector

Phyllis Thompson was in to present the budget for the tax collector. Salaries were increased by 2% and all other line items remain level funded. Bryan made a motion, 2nd by Menter to approve the tax collector budget of \$58511.59. All were in favor.

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Town Clerk

Phyllis Thompson was in to present the budget for the town clerk. Salaries were increased by 2% and all other line items remain level funded. Bryan made a motion, 2nd by Menter to approve the town clerk budget of \$59411.59. All were in favor.

The Board reviewed the notes:

Harriet Cady has requested a meeting with the town's engineers regarding the reconstruction of the Crawley Falls Bridge. Town council recommends they be present for any meeting. Bryan suggested Cady be supplied a copy of the plans and not arrange a meeting as that should not be the town's expense.

Bryan made a motion, 2nd by Menter to sign the medical coverage outline for 2012. All were in favor.

Bryan made a motion, 2nd by Menter to sign the schedule of FSA services and pricing. All were in favor.

A new account number was created to move the fire station building maintenance to the government buildings budget. The building maintenance for the highway shed should be moved as well. Artimovich suggested starting a capital reserve fund for all of the municipal buildings for building maintenance and capital improvements. Bryan said that could be a warrant article at town meeting.

The Board reviewed the following budgets:

Police Department

Chief Robinson, Lt. Roy, and Christine Belanger were present to discuss the budget for the police department. Salaries were increased 2% across the board, and Robinson is requesting a 3% step increase for Roy and Franek. They are going on the third year without a step increase. Robinson said he does not have the performance evaluations but each department head should have the responsibility to take command of their own budget and make adjustments as needed. Robinson said everyone in his department deserves a raise. He has not received any complaints from the public. Robinson said the department heads should be able to make their recommendations and he would be the one to have to defend his budget at town meeting. Bryan said he understands there are hard workers in all departments but the board is trying to control the tax rate. Menter asked why the salary line has decreased if they are asking for 2 merit increases. Roy said they had one part time shift (8 hours) that historically has gone unfilled. They have eliminated this shift but not any part time positions. Frotten will also begin working 20 hours patrol and 20 detective hours. Bryan said Robinson has done a great job with his budget even with the increase in costs for retirement. Bryan made a motion, 2nd by Menter to approve the police department budget at \$511745. All were in favor.

Robinson also wanted to discuss purchasing a new cruiser. The cost for the Ford is \$24790, Charger \$24708, and a truck is \$28214. They would also get about \$5000 for the SUV to be traded in. Total cost will be about \$32000 to fully equip the cruiser. Artimovich suggested keeping the SUV and trading in a line car with over 100000 miles on it. Bryan suggested Robinson shop the cruiser and put together

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an estimate. There is about \$16000 in the special details account and the difference would be budgeted for in the capital outlay account.

Animal Control

Chief Robinson, Lt. Roy, and Christine Belanger were present to discuss the budget for animal control. All items remain level funded except training. Training is reduced \$50. Bryan made a motion, 2nd by Menter to approve the animal control budget for \$3294.98. All were in favor.

Joint Loss

Bob Gilbert was present to discuss the joint loss budget. All line items remain level funded. Bryan made a motion, 2nd by Menter to approve the Joint Loss budget for \$1021. All were in favor.

Library

Jim Clark, Bob Gilbert, Don Petterson, and Tracy Waldron were present to discuss the library budget. The budget included a full time director and a step increase for Joyce. Insurance rates were adjusted for the 2012 rates and NHRS was added for the new director. Media is increased \$1000, phone service is decreased, and heating is increased due to the new rate. All other line items remain level funded. Clark also presented a warrant article for building maintenance. Bryan commented that the Board had discussed beginning a capital reserve account for building maintenance on all municipal buildings. Bryan made a motion, 2nd by Menter to approve the library budget of \$198379.42. All were in favor.

The Highway Shed has a generator that runs on gas now. Artimovich suggested that they look at a warrant article for new generator.

Planning Board and Recreation budgets will be further discussed on 11/8/11 and the fire department on 11/15/11.

The Town Office will close at noon on Wednesday, November 23 for the Thanksgiving holiday and will not reopen until Monday, the 28th at 8am.

Motion to adjourn at 7:25 pm made by Bryan, 2nd by Menter; all were in favor.

Respectfully submitted,

Karen Clement

WEEKLY TREASURER'S REPORT

Date: November 1, 2011

Citizens General Fund:

Previous Balance:	16,134.87		
Deposits:	90,997.54		
Payroll:	12,416.51	DD: 7268.92	CK: 5147.59
FICA:	3,171.26		
A/P: Regular	726,421.38	A/P Detail:	Co-op: \$418,265
Non-A/P			Swasey: \$165,000
			Cap. Res:
to Impact Fees	12,212.86		\$113,863
From MMA	660,000.00		NH Retire: 11,672
Bank Charge			
TO MMA			
Account Balance:	12,910.40		
Interest Earned YTD:	104.29		

	Unrestricted	
CD's:	Balance:	-
	Unrestricted	
MMA:	Balance:	888,431.28
	Total Invested	
	Funds:	888,431.28
	Interest Earned YTD:	1,666.64